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## Letter to Firms Not Short Listed

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### **SAMPLE**

(Please read thoroughly and edit text appropriately.)

**TO:** REJECTED FIRM  
**FROM:** (CLIENT)  
**PROJECT:**  
**NAME:**  
**RE:** STATUS OF SELECTION PROCESS

The Town of Americana would like to express their appreciation to you and your firm for submitting your Statement of Qualifications.

After careful consideration by the selection committee, a decision to interview various firms has been made.

The firms selected for further consideration are listed alphabetically:

- 1) **(FIRM)**
- 2) **(FIRM)**
- 3) **(FIRM)**

While your firm was not selected for an interview, we appreciate your interest in our project and the time spent in the preparation of your proposal.

Sincerely,

Chief Elected Official